

DELEGATION OF POWERS- SERVICES DEPARTMENT			
Sl. No.	Particulars	Delegation of Powers	
		HO	RO
1.	(i) Release of payments under contracts/ agreements already approved by Competent Authority. (ii) Payment of utility bills, services bills, statutory dues etc. (iii) Extension/ renewal of contracts/ agreements already approved by the Competent Authority	For (i) & (ii) (a) Upto Rs.2.00 lakh p.m. - AGM (b) Above Rs.2.00 lakh upto Rs.5.00 lakh p.m. - DGM (c) Above Rs.5.00 lakh p.m. - GM For (iii) GM - For Contracts value upto Rs.10 lakh per annum CGM/ Vertical Head - For Contracts value above Rs. 10 lakhs and upto Rs.15 lakh per annum ED - for contracts above Rs. 15 lakhs	For (i) & (ii) (a) upto Rs.5.00 lakh p.m. - RO Head (c) Above Rs.5.00 lakh p.m. - GM For (iii) Head of RO - For Contracts value upto Rs. 50 lakh per annum CGM/ Vertical Head- For Contracts value above Rs.50 lakh per annum
2.	(i) Administrative Expenses and Local procurement of stores/ consumables/ electronic items/ electrical appliances/ miscellaneous items viz. visiting charges, etc. and payment thereof # (ii) Purchase/printing of office stationery, Purchase of Vehicles, / Insurance premium, Petrol, Diesel, Repair & Maintenance etc. and payment thereof	AGM: upto Rs. 1.00 Lakh DGM: upto Rs.2.50Lakh GM: upto Rs.5.00 Lakh CGM/ Vertical Head: above Rs. 5.00 Lakh and upto Rs. 10 lakhs ED : Above Rs. 10 lakhs	Head of RO: upto Rs.5 Lakh CGM/ Vertical Head: above Rs. 5.00 Lakh
3.	(i) Approval for engaging canteen/other contracts with respect to lunch/ tea/catering for meetings/ Function/ AGM/ EGM etc. and payment thereof.	DGM : Upto Rs. 1.00 lakh GM : From Rs 1 lakhs upto Rs. 3 lakhs CGM/ Vertical Head :Above Rs. 3 lakhs upto Rs. 5 lakhs ED : Above Rs. 5 lakhs	Upto Rs. 1.00 lakh - RO Head GM : From Rs 1 lakhs upto Rs. 3 lakhs CGM/ Vertical Head :Above Rs. 3 lakhs upto Rs. 5 lakhs ED : Above Rs. 5 lakhs
	(ii) Payment for transportation of household goods and vehicles of officials on transfer/ upon retirement/relocation of official accommodation as per extant policy	GM	RO Head

	(iii) Hiring of additional cabs from approved vendor and payment thereof	GM	RO Head
4.	(i) Approval for disposal of Scrap / Condemned Material / Dead Stock items / Obsolete/ Unserviceable items/ Old Records / Suspense Entries and constitution of Committee and other process related activities. (ii) Write off dead stock items / suspense entries related to departmental matters	CGM/ Vertical Head through Real Estate Committee	On recommendation of RO Head through Real Estate Committee
5.	Any other matters not covered above	Upto Rs.3.00 lakhs - GM with report to next higher authority Above Rs.3.00 lakhs upto 5.00 lakhs- CGM/Vertical Head, with report to next higher authority	Upto Rs.3.00 lakhs - GM with report to next higher authority Above Rs.3.00 lakhs upto 5.00 lakhs- CGM/Vertical Head, with report to next higher authority
6.	Outsourced Service Personnel (OSPs)		
	Approval for engaging contractor for providing OSPs	ED	RO Head with report to CGM /Vertical Head
	Hiring of additional OSP, on contract basis, from approved contractor, within approved rates, payment to contractor for services, liveries etc.	GM (Services)	RO Head with report to CGM /Vertical Head
	Any other matter with respect to OSP not covered above	CGM /Vertical Head With report to next higher authority	CGM /Vertical Head
DELEGATION OF POWER FOR LIBRARY			
Sl. No.	Particulars	Delegation of Powers	
		HO	RO
1.	Purchase of books	AGM (Services), with report to next higher authority	Head of RO

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2.	Subscriptions to newspapers, journals, report, software packages, online subscription for any package/journal, magazine, facility and any material/ documents required for users, library software packages, etc. within overall limit of the approved budget for the library.	AGM (Services), with report to next higher authority	Head of RO (with monthly reporting to CGM/Vertical Head)
3.	Other usual payments within approved budget	AGM (Services), with report to next higher authority	Head of RO (with monthly reporting to CGM/Vertical Head)
4.	Books purchase payment within approved budget	AGM (Services), with report to next higher authority	Head of RO (with monthly reporting to CGM/Vertical Head)
5.	Weeding/writing off of books/documents and sale of old books/ newspapers/ journals, other old material, etc.	AGM (Services), with report to next higher authority	Head of RO (with monthly reporting to CGM/Vertical Head)

Note: In the absence of the authority as defined in the respective Delegation of Powers, the next higher authority shall exercise the powers".

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